



## TLSCONTACT VISA APPLICATION CENTRE – SOUTH AFRICA

### LIST OF DOCUMENTS

#### EVENTS VISA

***Visa requirements for assisting at specific events such as conferences, workshops and participating in short-term studies and research, formal meetings, cultural and sporting events, expositions, fairs, training courses (Short stay visa – C)***

*Additional documents and information may always be requested.*

*Production of all required documents does not automatically guarantee the right to issuance of a visa. This remains subject to internal verifications and instructions.*

*The study of your file may take several weeks (or even months) depending on the difficulties encountered during the process. Reason for which you are strongly advised to apply at your earliest convenience (but at the earliest 6 months before departure and at the latest 3 weeks before departure).*

*Guarantees for return (assessment of migration risk): the applicant is requested to provide as much information as possible to document his/her family background, professional and socio-economic status, ownership of land or real estate (for instance: proof of family bonds with his/her country of origin, proof of regular income and stable source of revenues from the applicant and/or his/her partner, proof of property, etc.). This information is essential to correctly judge the intention of the applicant to leave the Schengen area before the expiry of his/her visa.*

### **LIST OF DOCUMENTS**

- ☐ **National passport**
  - *Original + copies of 2 first and 2 last pages + copies of pages with a previous Schengen visa;*
  - *Must also contain at least 2 consecutive blank pages and must be issued less than 10 years ago*
  - *Valid for at least 1 year from the date of the issuance of the visa;*
  - ***Foreign passport holders must also present a residence permit.***
- ☐ **Schengen application form**
  - *Duly completed on [VisaOnWeb](#);*
  - *Printed form with a bar code;*
  - *Dated and signed at all due places in particular items 36 & 37*
- ☐ **Two Photos**
  - *2 recent passport photographs in colour should be glued on the application form.*  
*Please visit FAQ page on our website and find more information about Schengen photo requirements*
- ☐ **Participation in conferences**
  - *Proof of registration and payment.*
- ☐ **Participation in sporting events, expositions and fairs**
  - *Present a document proving the participation of the applicant in the event.*
- ☐ **Participation in other events**
  - *An invitation from of the host or a company in the Schengen State of destination is required;*
  - *The invitation must clearly identify:*



- *The entity that draws up the letter as well as the invitee;*
- *Nature, duration and place of the event;*
- *Capacity of the applicant in the event and relationship between the host and the invitee.*

☐ **Official visits**

- *A verbal note issued by the department of international relations and cooperation or any other competent South African ministry department is required;*
- *If the expenses are covered by the host and/or employer, this needs to be clearly stated in the invitation letter or verbal note, where applicable.*

☐ **Return flight reservation (except for official visits)**

- *In applicant's name;*
- *Specifying each entry into and exit from the Schengen area;*
- *Proving transport to Belgium or Luxembourg*

**Important:** *It is advised not to pay for any reservations before you receive the visa. If you do not receive your visa on time, or if your visa is refused, the Consulate of Belgium cannot be held responsible in any way for any losses encountered*

☐ **Proof of accommodation (except for official visits)**

- *In applicant's name for the entire duration of stay **with a minimum validity of 7 days**;*
- *Hotel reservation;*
- *Rental contract;*
- *Proof of ownership or invitation letter for accommodation dated and signed.*

☐ **Medical /Travel insurance policy**

- *Valid for the entire period of stay;*
- *Covering any costs of repatriation for medical reasons, emergency medical care and/or emergency hospital care or death during your stay in the Schengen territory;*
- *With a minimum coverage of EUR 30,000.00 and in principle taken out in the country of residence.*

☐ **Proof of regular and sufficient financial means**

- *In the country of residence and for the trip;*
- *Personal means by bank statements of last 3 months;*
- *Salary slips last 3 months;*
- *Travel wallet and bank statements;*
- *Credit card and bank statement or original Pledge of financial support: o*
  - *[Annex 3bis](#) legalized by the municipality in Belgium;*
  - *Copy front and back of the host's BE ID card;*
  - *Certificate of family composition of guarantor;*
  - *3 latest pay slips guarantor. Certificate of registration/admission (if applicable)*